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This Checklist reflects Command requirements for Intelligence offices, to include wing Additional Duty Intelligence Officers (ADIOs) and geographically separated unit (GSU) ADIOs, to prepare for and conduct internal reviews. ADIOs will be inspected under the IG compliance inspection only. They will not be inspected through the ORI process. This standardizes the inspection process for Command ADIOs.

SUMMARY OF REVISIONS

This Checklist has been revised to include additional value-added critical items addressing mission accomplishment; to update references; and to add Status of Resources and Training (SORTS) reporting, exercise support, force protection and training responsibilities. It incorporates information previously found in AFSPCCL 10-21, *Unit Intelligence Support*, and includes updated requirements from AFI 14-104, *Oversight of Intelligence Activities* and AFI 14-105*, Unit Intelligence Mission and Responsibilities.* A bar (|) indicates a revision from the previous edition.

1. References have been provided for each critical item. Critical items have been kept to a minimum and are related to public law, safety, security, fiscal responsibility, and/or mission accomplishment. While compliance with non-critical items is not rated, these items help gauge the effectiveness/efficiency of the function.

2. This publication establishes a baseline checklist. The checklist will also be used by the Command IG during applicable assessments. Use the attached checklist as a guide only. **AFSPC checklists will not be supplemented.** Units produce their own stand-alone checklists as needed to ensure an effective and thorough review of the unit program. Units are encouraged to contact the Command Functional OPR of this checklist to recommend additions and changes deemed necessary. See Attachment 1.

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Director of Intelligence

ATTACHMENT 1

UNIT INTELLIGENCE SUPPORT

Table A1.1. Checklist.

SECTION 1: INTELLIGENCE OPERATIONS
MISSION STATEMENT: To provide intelligence to the commander and staff. Intelligence personnel will ensure commanders, their staffs, and other customers are provided the best available information and materials to enhance readiness, facilitate planning, and execute assigned missions. *NOTE:* All references are from AFI 14-105, *Unit Intelligence Mission and Responsibilities,* unless otherwise stated.

1.1. CRITICAL ITEMS (INTELLIGENCE STAFFS/ADIOS)	YES	NO	N/A
1.1.1. Are intelligence staff resources effectively optimized to ensure sound decisions on what, when and how to further disseminate intelligence? (Para 1.1.2.3 and 1.1.2.8)			
1.1.2. Is all incoming intelligence reflecting threat situations and political and military events of potentially hostile nations or forces reviewed and analyzed for impact and relevancy to the unit mission? (Para 1.1.2.8)			
1.1.3. Do intelligence staff personnel look for appropriate intelligence information to satisfy the unit's Priority Intelligence Requirements (PIRs) (Para 1.1.2.6)			
1.1.4. Are all intelligence information sources, i.e., change-over briefings, Intelligence Summaries and updates, Orders of Battle, national-level intelligence databases (INTELINK-S or INTELINK), and/or unit intelligence library reference materials effectively used to substantiate intelligence threats and to add selected information on posture and activities of hostile nations or forces? (Para 1.1.2.8 and 4.5)			
| 1.1.5. Has unit intelligence staff developed a force protection support program in conjunction with the Wing/Base Installation Commander's Force Protection Program? (Para 1.1.2.9)			
1.1.6. Do intelligence personnel effectively interact and coordinate information with local Security Police, Office of Special Investigations, or Force Protection personnel, as necessary? (Para 1.1.29.1)			
1.1.7. Is relevant intelligence on current threat situations and enemy capabilities briefed to commander and staff and/or Battle Staff, as required, for situational awareness? (Para 1.2.2.8 and 1.1.4.1)			

CRITICAL ITEMS (INTELLIGENCE STAFFS/ADIOS) (Cont):	YES	NO	N/A
1.1.8. Is the reaction and response time of intelligence staff to intelligence information timely enough to enable the unit commander to make critical decisions affecting unit wartime/contingency taskings? (Para 1.2.2.8 and 1.1.4.1.)			
1.1.9. Is information quickly disseminated to subordinate units and tenant or transient organizations, as appropriate, using Intelligence Summaries (INTSUMs) or other communication methods? (Para 1.1.2.7 and 1.1.2.8)			
1.1.10. Are proper security control, protection and handling measures and procedures practiced when disseminating intelligence at any level? (Para 1.1.2.8; AFPD 14-3, *Control, Protection and Dissemination of Intelligence Information,* Para 4.5)			

1.2. NON-CRITICAL ITEMS (INTELLIGENCE STAFFS)	YES	NO	N/A
| 1.2.1. Does the Senior Intelligence Officer (SIO) plan, program, and budget for all intelligence requirements? (Para 1.1.2.1 and 1 .1.4.1)			
| 1.2.2. Is there an accurate tracking system to foresee unit manpower gains and losses? (Para 1.1.2.3 and 1.1.2.20)			
| 1.2.3. Are personnel, equipment and training shortfalls identified as limiting factors through the Status of Resources and Training (SORTS) reporting? (Para 1.1.1.13, 1.1.2.2, 1.1.2.3, and 1.1.2.20)			
1.2.4. Has unit developed written guidance (OIs, checklists, etc) to standardize intelligence procedures and processes and to implement Air Force and HQ AFSPC policy directives, instructions or other guidance, as required? (Para 1.1.2.17, 1.1.2.18, 2.1.2.4, and 2.2.2.4)			
1.2.5. Have intelligence and other applicable annexes to unit plans been reviewed annually to determine specific intelligence functions, roles, and capabilities? (Para 3.1.2.1)			
1.2.6. Are intelligence annexes written to ensure intelligence support and information requirements (Priority Intelligence Requirements-PIRs) are identified in unit plans? (Para 3.1.2.1, 3.1.2.5, and 1.1.4.3)			
1.2.7. Are intelligence Global Information and Services (GI&S) requirements (cartographic and geodetics products and services) identified, ordered and sufficient stocks maintained for training, readiness, deployment or employment operations? (Para 3.3.2.8)			

NON-CRITICAL ITEMS (INTELLIGENCE STAFFS) (Cont):	YES	NO	N/A
1.2.8. Do NAF and Wing intelligence personnel effectively monitor intelligence activities and identify requirements and concerns at subordinate operational units by establishing an active staff assistance visitation program? (Para 1.1.2.6.1 and 1.1.4.6.1)			
1.2.9. Have intelligence product requirements been identified, including those for geographically separated squadrons? Are these Statements of Intelligence Interest (SII) coordinated and submitted through the on-line Joint Dissemination System or appropriate validation channels to the AFSPC Command Dissemination Manager (HQ AFSPC/INOU)? (Para 1.1.2.13.1, 1.1.2.13.2 and 1.1.4.6)			
1.2.10. Is intelligence support and related activities provided for transient units, as required? (Para 1.1.2.7 and 3.5)			
1.2.11. Are intelligence inputs to unit scenarios for exercise planning developed that reflect unit mission taskings? (Para 3.2.1.1)			
| 1.2.12. Are intelligence inputs robust enough to effectively exercise intelligence personnel command staff, crews? (Para 3.2.1.1. and 1.1.4.8)			
| 1.2.13. Is an experienced qualified intelligence representative appointed as a member of the unit exercise planning and evaluation team? (Para 3.2.1.2.)			
1.2.14. Has an internal intelligence training program been established for unit personnel with intelligence AFSCs and is it evaluated on an ongoing basis? Does it include unit and command missions, the five intelligence core competencies and other assigned tasks? (Para 2.2)			
1.2 15. Has wing and Center solicited and consolidated formal and special training requirements for full-time staffs and additional duty intelligence personnel and submitted these requirements to NAF or higher headquarters? (Para 2.4)			
| 1.2.16. Does the NAF submit annual consolidated NAF, wing and subordinate unit Formal Training Requirements Package to HQ AFSPC/INFT? (Para 2.4)			
| 1.2.17. Has a duty position qualification and certification program been developed for all assigned intelligence and intelligence support personnel? (Para 2.2)			
| 1.2.18. Have all work center supervisors developed a Job Qualification Standard (JQS) incorporating 100 percent of the critical peacetime and wartime knowledge requirements? (Para 2.2) (AFSPCI 14-0102, *Command Intelligence Personnel Training Program*, Para 1.7)			

NON-CRITICAL ITEMS (INTELLIGENCE STAFFS) (Cont):	YES	NO	N/A
| 1.2.19. Has all intelligence training for personnel been documented IAW AFSPCI 14-102? (Para 2.2)			
| 1.2.20. Do supervisors conduct an initial evaluation of all incoming personnel within 30 days of the individual reporting for duty (90 days for ANG, AFRC and assigned or attached IMAs)? (Para 2.2.2.3)			
| 1.2.21. Is a unit intelligence orientation program developed and implemented? (Para 2.3.2)			

1.3. NON-CRITICAL ITEMS (INTELLIGENCE STAFFS/ADIOS)	YES	NO	N/A
| 1.3.1. Is a regular review of higher headquarters written policy and guidance conducted to ensure unit intelligence program currency, appropriateness and applicability? (Para 1.1.2.17)			
1.3.2. Has unit developed continuity books and/or other programs to sustain and introduce individuals to key intelligence positions and functions, including the Additional Duty Intelligence Officer (ADIO) position required in units without full-time intelligence resources? (Para 1.1.2.18 and 1.1.3.4)			
| 1.3.3. Has the wing or GSU commander designated, in writing, a primary and alternate ADIO and forwarded Letter of Appointment to parent wing, NAF and HQ AFSPC/INOU? (Para 1.1.1.16.1 and 1.1.3.1)			
| 1.3.4. Does the NAF/wing SIO identify and track for currency the commander-appointed ADIOs responsible for the intelligence function at subordinate sites without full-time intelligence personnel resources? (Para 1.1.2.22 and 1.1.4.9)			
| 1.3.5. Does the NAF/wing SIO administer the ADIO Training and Certification Program? Does the NAF/wing provide training materials to newly appointed ADIOs? (Para 1.1.2.23 and 1.1.4.9)			
1.3.6. Are Additional Duty Intelligence Officers (ADIOs) enrolled in the AFSPC Training and Certification Program or have ADIOs completed training? Has the training been completed within three months? (Para 1.1.3.1)			
| 1.3.7. Have intelligence staffs hot linked or book-marked required Standard Intelligence Document List (SIDL) documents and/or homepages of higher headquarters and national-level intelligence producers? (Para 1.1.3.6 and 1.1.2.13)			

NON-CRITICAL ITEMS (INTELLIGENCE STAFFS/ADIOS)(Cont)	YES	NO	N/A
1.3.8. Does unit appropriately manage their Production Requirement (PR) and Request for Information (RFI) Programs IAW established MAJCOM guidance? Do intelligence personnel use proper processes and procedures for submitting an RFI? (Para 1.1.2.14.1, 1.1.4.5.1 and 1.1.4.5.2)			
1.3.9. Is an RFI submitted to higher headquarters only after all local resources have been exhausted and additional clarifying information is required? (Para 1.1.2.15)			
| 1.3.10. Are unit intelligence personnel, including ADIOs, members of the wing Force Protection working group? (Para 1.1.2.9.2 and 1.1.3.1)			
1.3.11. Does unit actively solicit feedback from customers (commanders, staff, crews) on how to improve the intelligence support processes? (Para 1.1.2.11)			
1.3.12. Are intelligence documents and reference materials maintained to permit timely retrieval for mission support? (Para 1.1.2.13.3)			
1.3.13. Is all classified and unclassified military information reviewed and approved by a properly designated disclosure authority before release to foreign nationals? (Para 1.1.2.16 and 1.1.2.16.1)			
1.3.14. Does unit contact next higher Headquarters, MAJCOM Foreign Disclosure Office (AFSPC/XPIF) and/or AFSPC Requirements and Unit Support Branch (AFSPC/INOU) for assistance on disclosure of military information to foreign nationals serving on unit crew positions? (Para 1.1.2.16.1)			
1.3.15. Has an external intelligence training program, i.e., intelligence threat training, been established for unit crews and operations personnel and is it evaluated on an ongoing basis? (Para 2 .1)			
| 1.3.16. Is the unit external training program tailored to the unit's space or ICBM mission? (Para 2.1)			

SECTION 2: INTELLIGENCE OVERSIGHT (LEGALITY)MISSION STATEMENT: To prevent unauthorized collection, retention, or dissemination of information on US citizens.*NOTE*: All references are from AFI 14-104, *Oversight of Intelligence Activities,* unless otherwise stated.

2.1. CRITICAL ITEMS (INTELLIGENCE STAFFS/ADIOS)	YES	NO	N/A
2.1.1. Are intelligence activities performed to avoid infringing on the rights of US citizens? Are unit intelligence processes, plans, and capabilities reviewed for compliance with oversight restrictions and procedures. (Para A2.3.2, AFPD 14-1, Para 1.10; AFI 14-105, Para 2.5)			
2.1.2. Are intelligence products free of information restricted by Intelligence Oversight? Are all products, including unit databases, reviewed for evidence of prohibited information? (Para A2.3.2 and A3.2.2, AFPD 14-1, Para 1.10; AFI 14-105, Para 2.5)			
2.1.3. Do intelligence personnel, including those performing additional duty intelligence functions, follow prescribed Intelligence Oversight training and awareness procedures? (Para 3.2 and A3.2.1)			
2.1.4. Are personnel aware that they are required to report "questionable activities" conducted by intelligence components that constitute possible violations of law, directive or policy? (Para A3.2.5)			
| 2.1.5. Is initial and annual refresher training accomplished and documented? (Para 5 .1 through 5.2, Para A3.1.2)			
2.1.6. Do personnel understand that "US person" pertains to associations, corporations and resident aliens, as well as US citizens? (Para A3.2.6)			
| 2.1.7. Do unit commanders who have not been evaluated in the current calendar year by MAJCOM inspectors general or functional staffs perform an annual self-inspection in the Nov/Dec timeframe, using the checklist in Attachment Three of AFI 14-104, and forward results to HQ AFSPC/INOU? (Para 6.3)			

2.2. NON-CRITICAL ITEMS (INTELLIGENCE STAFFS/ADIOS)	YES	NO	N/A
| 2.2.1. Does the unit have copies or on-line access to the applicable Intelligence Oversight governing directives? (Para A2.2, Para A3.1.4 and A3.2.7, AFI 14-105, Para 2.5)			
| 2.2.2. Are unit intelligence oversight monitors appointed in writing? (Para 4.7 and A3.1.1, AFI 14-105, Para 2.5.2)			